

**STATE COURT ADMINISTRATOR  
STATE COURT ADMINISTRATOR'S OFFICE  
PIERRE, SOUTH DAKOTA**

**Requisition #:** 1827

**Agency:** Unified Judicial System

**Salary:** \$100,000 - \$110,000 annually, depending on qualifications; state benefits apply

**Closing Date:** Open until filled; first consideration will be given to those who apply by August 15, 2013

**Position Purpose:** The Supreme Court of South Dakota announces a career opportunity for the position of State Court Administrator (SCA) in Pierre, South Dakota. Reporting to the Chief Justice, the SCA provides overall leadership to the Unified Judicial System based on direction and guidance from the Court. The SCA directly oversees and manages the following divisions:

- \* Budget and Financial Management
- \* Human Resources
- \* Trial Court Services
- \* Judicial Branch Training, Education, and Development
- \* Policy and Legal Services
- \* Information and Technology.

These divisions support and serve over 550 statewide employees and judges, in seven judicial circuits and the Supreme Court. The FY14 Consolidated UJS Budget is nearly \$49 million, comprised of general, federal, and other funds. The SCA has oversight of management of personnel and operations in support of the functions of the court system statewide. In addition, the SCA is an advocate and liaison for the judicial branch in its relations with the legislative and executive branches, and the State Bar.

**Knowledge, Skills and Abilities:**

Knowledge of:

- administrative functions of the state court system and its policies and procedures;
- principles and practices of judicial administration;
- budgeting and contracting processes and procedures.

Skills in:

- organizational leadership;
- managing a complex organization.

Ability to:

- problem solve in a highly visible environment;
- plan, direct, and organize the implementation of goals, objectives, policies, procedures, and work standards;
- evaluate complex administrative and political problems and develop solutions;
- make high level, sensitive, strategic decisions impacting programs and relationships within the judiciary and with the external justice system, governmental groups, national organizations, and the public;
- work as a liaison for the UJS between various legislative and executive branch agencies, state, county and city agencies, and private organizations;
- communicate effectively, both orally and in writing;
- administer established policies, guidelines, and projects and translate goals, objectives, and policies into daily operations;
- supervise and motivate staff.

**Comments:** Master's degree in public administration, judicial administration, or business administration or a related field, or a Juris Doctor degree from an ABA-accredited law school. The successful candidate will also have extensive progressive administrative experience at the professional level for at least eight years, preferably in a court environment; or an equivalent combination of related education and experience.

*Successful completion of a criminal background investigation is required for employment.*

**To Apply:** Submit an electronic application through <http://bhr.sd.gov> - Requisition #1827.